

# UNDERSERVED COMMUNITY ADDITION CHECKLIST

**(PLEASE: Include this checklist with your underserved application)**

This check list is for your convenience. Each of the items are necessary to complete a request for an underserved community. Use this list to document completed items for submittal with your underserved community application.

Charter Number: \_\_\_\_\_ Credit Union Name: \_\_\_\_\_

Requested Community<sup>1</sup> \_\_\_\_\_

Population<sup>2</sup> from 2002 Census Estimates<sup>3</sup> \_\_\_\_\_

Map (Note: this is a required item) ☐ (You may use a AAA Road Map or similar map)

## INVESTMENT AREA CRITERIA (Check all that apply)

**REFERENCE** (The site or area to find the corresponding investment area criteria)

Enterprise Zone	<input type="checkbox"/>	Use HUD Website ( <a href="http://www5.hud.gov/urban/tour/statestour.asp">www5.hud.gov/urban/tour/statestour.asp</a> )
Poverty > 20%	<input type="checkbox"/>	Use CDFI Website ( <a href="http://www.cdfifundhelp.gov">www.cdfifundhelp.gov</a> )
Medium Family Income < 80%	<input type="checkbox"/>	Use CDFI Website ( <a href="http://www.cdfifundhelp.gov">www.cdfifundhelp.gov</a> ) Use underserved counties by state list
Unemployment > 1.5 x National Average	<input type="checkbox"/>	Use CDFI Website ( <a href="http://www.cdfifundhelp.gov">www.cdfifundhelp.gov</a> ) Use underserved counties by state list
Hot Zone (Economic or Housing)	<input type="checkbox"/>	Use CDFI Website ( <a href="http://www.cdfifundhelp.gov">www.cdfifundhelp.gov</a> )
% Population Meeting Distress Criteria	<input type="checkbox"/>	Underserved population / Total population

## BUSINESS PLAN (Check all attached items)

### Goals for Shares, Loans, and Members

Goals for Shares	<input type="checkbox"/>
Loans	<input type="checkbox"/>
Members	<input type="checkbox"/>
Goal assumptions	<input type="checkbox"/>

### How Will You Serve the Community

Credit and depository needs	<input type="checkbox"/>
Plans to serve those needs	<input type="checkbox"/>

### Financial Services to be Provided

Available Services	<input type="checkbox"/>
Time table to implement services (new)	<input type="checkbox"/>
Terms for the services	<input type="checkbox"/>
Additional staffing	<input type="checkbox"/>
Additional facilities	<input type="checkbox"/>
Cost of additional services	<input type="checkbox"/>
Marketing plan (budget & calendar)	<input type="checkbox"/>

### Operating Facilities

Location of facility	<input type="checkbox"/>
Time frame to open facility	<input type="checkbox"/>
Cost of facility	<input type="checkbox"/>
Map showing facility location	<input type="checkbox"/>

### Proforma Financial Statements

2 years balance sheet, income statement	<input type="checkbox"/>
Assumptions	<input type="checkbox"/>

### Financial Statements

Copy of the most recent completed month	<input type="checkbox"/>
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<sup>1</sup> It is possible to add qualifying and nonqualifying contiguous counties together to define a single underserved community as long as more than 85 percent of the combined population residing in the contiguous counties meets one of the meet one of CDFI's distress criteria.

<sup>2</sup> If the total population exceeds 500,000 for a multiple political jurisdiction, you must also supply documentation showing the area qualifies as one well-defined local community.

<sup>3</sup> Go to: [eire.census.gov/popest/data/counties/tables/co-est2002/co-est2002-03.php](http://eire.census.gov/popest/data/counties/tables/co-est2002/co-est2002-03.php).